

UNIVERSITY OF YORK
UNIVERSITY OF HULL
HULL YORK MEDICAL SCHOOL
JOINT SENATE COMMITTEE

Minutes of the meeting held on 26 January 2023

PART A: UNRESERVED BUSINESS – CATEGORY I

M22-23/23 Attendance, Apologies and Valedictions

For a list of attendees and apologies, please see Annex A.

The Chair welcomed the Committee. A request for any declarations of conflicts of interest was made and none were received. The Committee welcomed new members, which included Debbie Maxwell, Senior Lecturer in Interactive Media, School of Arts and Creative Technologies, as a University of York Senate member and Lucy Ambrose, MBBS Programme Director, as a new HYMS in attendance member.

The Chair provided an update on the planned HYMS Away Day on the 19th April, noting that it would be in person based at the University of Hull.

M22-23/24 Minutes 3 November 2023

The minutes (HJSC.22-23.19) were reviewed and **approved** as a true and accurate record of the meeting.

M22-23/25 Matters Arising

The Committee received a list of matters arising (HJSC.22-23.20), all matters were closed apart from the following action from the last meeting:

- M22-23/22: Guidelines for promotion to Honorary Reader or Professor within HYMS, the Chair had suggested that the guidelines be compared with the parent universities to check how they align. They were comparable to the University of York (UoY) process/promotions criteria. Checking alignment with the University of Hull (UoH) was still outstanding, and being followed up.

M22-23/26 Report of Chair's Actions undertaken since the last Meeting

The Committee received a list of Chair's Action approvals (HJSC.22-23.21) since the last meeting, which included one action: Approval for the Director of MBBS, Lucy Ambrose, to join the committee as a new HYMS in-attendance member.

M22-23/27 Report from the Student Representatives

- a) The Academic Officer, YUSU reported that the student submission of the Teaching Excellence Framework (TEF) had been completed by the deadline, YUSU elections had commenced for 23/24. Other activities have included: discussions on how to improve self-certification, work to improve support for international students (by way of improving information/access to resources), the UoY Modularisation and Semesterisation approvals for 23/24 implementation and associated student consultations.

- b) The Co-Chair of the Student Staff Committee (SSC), HYMS reported that a new Student Staff Issues Tracker had been implemented, initially as a pilot, positive feedback has been received and student representative leads have been introduced to it. Committees would still receive Student Representative Lead reports, but the new tracker would help improve updates more regularly.

The Chair welcomed the new tracker and suggested the link be circulated to the Committee, to share good practice.

Action: Co-Chair SSC/Secretary

- c) The President of Education, HUSU and VP Academic, GSA were unable to attend and had not sent a report.

The Chair requested that for future meetings, if Student Representatives are unable to attend, they provide a written report in advance. Secretary to contact all Student Representatives to communicate this.

Action: Secretary

M22-23/28 Report from the Dean of HYMS

The Dean drew the Committee's attention to the following updates:

- i. Report of the recent sad loss of two members of staff, Monica Albert, Lecturer, Biomedical Sciences and Assem Allam, who had been one of the UoH largest benefactors. Dr Allam had been a keen advocate of the Medical School and of health.
- ii. An in-person Prize Giving Event in December had been very successful.
- iii. Graduations had taken place in January in York. Graduation alternates between the parent Universities each year, and Summer graduation would be taking place in Hull.
- iv. Programme updates, including plans for PGT programme modifications/expansion. A number of MBBS staff leadership roles had been appointed to. An update was given on the School's progress with preparation for the Medical Licencing Assessment (MLA) and that the School was about to make a submission to the General Medical Council for the Applied Knowledge Test.
- v. Strategy update. The School was identifying and gathering Key Performance Indicators (KPI) baseline data and beginning work on identifying international strategic partners.
- vi. Equality, Diversity and Inclusivity (EDI) update: The next Athena Swan application was being prepared and the School was aiming for a Gold application at the end of 2024. Access to demographic data has been secured to enable more work on closing the awarding gap. A recent review by the BMA has highlighted several areas of good practice in HYMS.
- vii. Main priorities for 2023 included: Placement planning for Year 5 of expansion, Hull Biomedical Science integration, continued work with HEE and planning for 20th anniversary celebration.

During the discussion the Committee made the following points:

- Members highlighted the recently published UCU industrial action taking place in February and March and queried the potential effects on the School. The Deputy Dean reported that they were still working through the possible impacts, however there was minimal impact during the last period of UCU industrial action. Areas of challenge related to PhD / non-clinical staff. The Chair noted that there was a Contingency Group set up at the UoY, which could provide support and advice to HYMS if needed.
- The Deputy Dean highlighted the planned nursing strikes within the region, which they expected would have minimal impact on the School, however they were awaiting the outcome of the Junior Doctor ballots, and industrial action would impact on Clinical assessments, if it goes ahead.

Discussions were taking place with the hospital Deans to draw up contingency plans and students would be informed accordingly.

- Members commended the EDI work.
- The Chair referred to the HYMS strategic updates and work on identifying international strategic partnerships, and reported that the UoY was recruiting a new PVC for Global Strategy and suggested it would be a good opportunity, once they were in post, for HYMS to liaise with them on this.

The Chair thanked the Dean for the presentation.

M22-23/29 The 22/23 Undergraduate and Postgraduate action plans, including NSS action plan

The Committee **considered** and **approved** the Undergraduate (UG) and Postgraduate (PGT and PGR) action plans (HJSC.22-23.22) and discussed the progress made so far this academic year.

a) UG Action Plan

The Director of MBBS reported that the MBBS actions encompassed all ongoing development work and activities taking place in the coming academic year; actions were initiated in response to expansion of Year 5 in 2023/24; introduction of the Medical Licensing Assessment; development of primary care placement capacity, UoY Blackboard update in 2023/24, as well as in response to the NSS results 2022, and other student feedback.

The actions were very comprehensive focussing on all areas, however due to a substantial number of actions within each category, the School was focusing on the key priorities within each area to ensure achievable outcomes. A series of actions had been initiated (from NSS free text comments) to address assessment concerns and culture related areas. Communications around micro aggressions were in progress. Actions related to Expansion, Primary Care capacity and Curriculum Mapping were also underway.

b) PGT and PGR Action plan

The action plan included items that were currently being addressed as a priority, drawn from several sources, including the previous action plan, student evaluation and survey data, external examiners' reports, and feedback from programme/module leads, and supervisors. Actions relating to semesterisation were being considered at HJSC and ongoing work on module amendments and implementation was in progress. Actions in response to the PGT review, development of new programmes and the CPD Policy and CPD offering were in progress. Further actions included the monitoring and evaluation of PGR training.

The Chair of the Postgraduate Programmes Board, HYMS reported that in the future the PGT/PGR action plans would be separated due to the expansion of the PGR cohorts, and actions would provide more granularity, members commented that would be helpful to focus on key activities and student experience. Members suggested that if PGR students act as graduate teaching assistants, it is essential that this is still captured when the action plans are split.

The Chair queried whether, given all the activity related to the development of new programmes and modifications, if the School would be reviewing their templates to help streamline paperwork. The CBoS reported that this had been included in the CBoS Annual Report to HJSC at the November meeting, as a key focus in 22/23 to review the academic approvals process to align to the streamlined processes at the parent Universities.

M22-23/30 Proposal for PGT Semesterisation from Academic Year 2023-24 onwards

The Committee **considered** the proposal for PGT Semesterisation (HJSC.22-23.23). The Chair of the Board of Studies (BoS) presented the paper. HYMS proposed that the majority of PGT programmes would align to UoH semesters, apart from the MSc Physician Associate Studies, which would be exempt and remain in the same structure due to the clinical placement structure and GMC regulatory governance. Other minor exemptions were proposed to the Health Professions Education (HPE) programmes, with plans to develop the CPD framework, and two stand-alone 20 credit modules that cater to UoY Archaeology students.

For future new programme development it would be decided on a case by case basis regarding alignment. The Chair agreed that it was sensible that new programmes align to the parent university that it was being delivered at.

Changes to modules/programmes related to teaching delivery and assessments would be formally proposed for consideration and approval in Spring 2023, aiming for the April HJSC meeting.

The Chair noted that the HPE programme should align to the UoY Distance Learning Framework and Credit Accumulation Framework. **Action:** CBoS, HYMS

The Committee **agreed to approve** the proposal for PGT Semesterisation.

M22-23/31 Amendments to PGT modules: Human Evolutionary Anatomy and Musculoskeletal Biology: Tissue Structure and Mechanics

The Committee **considered** and **approved** the modules proposals (HJSC.22-23.24). The Chair of Board of Studies reported that the proposals were to align the HYMS modules to UoY semesterisation and to be offered as stand-alone option modules for the UoY Archaeology programmes. The modules would also need to be set up on the UoY Module Catalogue to help promote the modules to York students, as they had suffered a lack of recruitment due to not being on the student facing Module Catalogue in 2022.

The assessment changes for both modules included adding formative assessments and to reduce the number of summative components to one open book 3 hour examination (short answer questions), this would better align with the semesterisation plans and the new examination periods.

During the discussion the following points were made:

The Chair/Deputy Chair welcomed the addition of the formative assessment and enquired if all the existing PGT modules being considered as part of the semesterisation plans would follow this same format (to include formative assessments). The CBoS would check this prior to the paper submissions.

Action: CBoS, HYMS

The Associate PVC (TLS) stated that if HYMS modules were to be added to the UoY Module Catalogue, it was advised to check how they would be included as part of the HESA data return, to ensure that they were not double counted.

M22-23/32 Student Pregnancy, Maternity, Paternity and Adoption Policy

The Committee **considered** the new HYMS Student Pregnancy, Maternity, Paternity and Adoption Policy (HJSC.22-23.25). The Deputy Dean presented the Policy reporting that it had been aligned to the parent universities Policies, by collating the most inclusive aspects of each Policy.

The Chair / Deputy Chair commended the new Policy which was designed to ensure a supportive and joined up approach between the student support and academic teams. They requested that the word document be shared with them, to enable them to circulate to Equality, Diversity and Inclusion (EDI) and Student Life and Wellbeing colleagues to reflect on.

Action: Secretary

The Committee **approved** the policy **subject to minor amendments**, as follows:

4.6 Declaring a Pregnancy (relating to overseas students) - to provide more clarity regarding the UKVI regulations and to provide more clarity on the wording related to students registered on an overseas student visa.

5.2 / 5.3 Maternity Leave - Members queried the statement related to minimum requirement as legally students have to take 2 weeks, the Deputy Dean stated that they had increased this to 3 weeks in the School policy due to a concern that parents need to take enough leave in these circumstances. The Committee suggested amending this to state that legally Students have to take a minimum of 2 weeks, but the School recommend they take 3 weeks

7.1 Defining adoption - appeared to be missing some detail. Suggest review and update where necessary.

Action: Deputy Dean, HYMS

The Chair thanked the Deputy Dean for presenting the paper and agreed to consider the revisions for final approval by Chair's action.

M22-23/33 Dates of meetings in 2022/23

- Wednesday 19 April 2023 10:00-14:30 AWAY DAY, University of Hull
- Thursday 29 June 2023 10:00-12:00 (zoom)

ANNEX A: Attendees of the Unreserved Agenda

Members

Tracy Lightfoot (Chair, PVC York)

Rebecca Huxley-Binns (Deputy Chair, PVC Hull)

Justin Morris (Senate, Hull)

Lesley Morrell (Senate, Hull)

Debbie Maxwell (Senate, York)

Caroline Chaffer (Senate, York)

Steve King (Teaching Committee, York)

Matthew Perry (Teaching Committee, York)

Helen Fenwick (Education Committee, Hull)

Chris Wilcox (University Student Experience, Employability and Engagement Committee, Hull)

Una Macleod (Dean, HYMS)

Peter Bazira (Chair of Board of Studies, HYMS)

Matt Morgan (Deputy Dean, HYMS)
Lauren Clunie (Chair of the Postgraduate Programmes Board, HYMS)
Claire Vallance (Chief Operating Officer, HYMS)
Debayan Dey (Academic Officer, YUSU)*
Connor Danson (Co-Chair Student Staff Committee, HYMS)*

In attendance

Elizabeth Allen (Secretary, York)
Marika Kullberg (Academic Lead for Programme Quality Assurance, HYMS)
Paul Hagan (Faculty Dean of Health Sciences, Hull)
Lisa Tees (Academic Quality Manager, Hull)
Lucy Ambrose (MBBS Director, HYMS)

Apologies

Alexia Defer (SSC deputy chair, HYMS)*
Peace Igi-Ehon (President Education, HUSU)*
Teng Zhang (Vice President Academic, Graduate Students' Association)*
Claire Hughes (Associate Dean (TLS), Faculty of the Sciences, York)
Jack Littlefair (HYMS Student Officer, HUSU)*

*Members marked with a * do not attend for reserved business.